

## **Practical Living/Career Studies Program Review Audit Pilot Process**

The purpose of the pilot is to review as much data as possible concerning the identified program in order to establish degree of consistency between ratings, rationales/evidences, and perceptions of students, parents, and faculty. Recommendations for improvement, as well as commendations for effective practices, will be the result.

Ultimately, scholastic programs are intended to provide opportunities for students to grow and learn. This happens when programs are planned, implemented and evaluated systemically, keeping the focus on the quality and degree of access and exposure to the key knowledge and skills all students experience in the program area. Toward the end of the site visit, the team will discuss their findings with the school principal in order to establish recommendations and commendations designed to inform continuous improvement of the program at the building level. These commendations and recommendations will be co-presented by the school principal and the audit team to the faculty at the end of the visit. Although time spent on site will involve conferring with individuals and groups, findings will not name or otherwise identify individuals.

In order to keep the process manageable yet beneficial, the team will be looking deeply at approximately 25% of the characteristics of the selected program review by accessing information in ASSIST and reviewing evidence ahead of the site visit, and by conducting interviews and reviewing other relevant information and evidence on site.

The following characteristics that provide evidence of how students are being impacted by a quality PLCS program will be the focus of the ASSIST and evidence review prior to the team arriving at the school.

Program Review: PL/CS	
Demonstrator #/Characteristic letter	Text of Characteristic
C & I – Demonstrator 1 Health Education – Characteristic e	School ensures the health education curriculum is integrated and includes frequent opportunities for cross-disciplinary connections to meet the health and safety needs of all students
C & I – Demonstrator 2 Physical Education – Characteristic d.	A Coordinated School Health committee utilizes a Comprehensive School Physical Activity Program (CSPAP) to increase the quality of the physical education instruction as well as increase physical activity opportunities throughout the school environment.
Admin. Leadership – Demonstrator 1 – Characteristic i.	School is implementing the district-level wellness policy via a school-level wellness policy that is reviewed annually; and goals for school wellness are included in the CSIP.
Curriculum and Instruction- Characteristic 3c	Consumerism curriculum is connected to business and industry and local business and industry partners are utilized as resources (i.e. guest speakers, judges, etc.)
Curriculum and Instruction- Characteristic 4b	Students develop and practice real world skills related to careers including problem solving, goal setting, critical thinking, decision making, and analyzing information.
Curriculum and Instruction- Characteristic 5a	ILP development for all students begins in 6 <sup>th</sup> grade and continues throughout middle and high school, with input from students, teachers, and parents. A process is in place to ensure that parents have received access information for the ILP.
Professional Learning – Demonstrator 2 – Characteristic a	PLCS teachers participate in content-specific professional learning.
Admin. Leadership – Demonstrator 1 – Characteristic a	School councils/leadership ensures that PLCS concepts are taught throughout the school and across the curriculum.

Some **actions** are needed by the school in advance of the on-site visit. These actions are listed below:

1. Identify one additional characteristic under each standard (total of four) that best exemplifies progress or success in the program area being audited.
2. On or before Friday, March 13 2015, provide electronic access to/submission of the top 2-3 sources of evidence used to support the rating given for each of the characteristics identified (those characteristics identified by KDE in the table above, as well as those additional 4 the school identifies). Send this information to: Stephanie Bunge [Stephanie.bunge@education.ky.gov](mailto:Stephanie.bunge@education.ky.gov) (*Note: Do not send more than 3 sources of evidence per characteristic identified.*)
3. Designate a private space for the team to use as a 'base' throughout the day for aggregating notes, reviewing additional sources of evidence, discussing findings, etc.
4. Prepare a schedule for the site visit that includes:
  - a. 2 - 30 minute meetings with the principal (beginning and toward the end of the day);
  - b. Brief tour of the school (about 15 minutes);
  - c. 3 – 30 minute meetings with students (to be identified randomly by the audit team upon arrival at the school)-minimum of 3 students per grade level with the exception of K-1 students; maximum of 9 students per meeting;
  - d. 4 – 30 minute meetings with representative teachers throughout the school (selected by the audit team upon arrival at the school)
  - e. 1 - 30 minute meeting with SBDM members (including parent representatives-*team will contact by phone if not available on site*)
  - f. A 15-30 minute meeting with faculty at end of day to present commendations/recommendations (*Note: the superintendent and local school board members may also be invited.*)  
(*The audit team will work in pairs, so 2 meetings can be scheduled simultaneously throughout the day*)
5. Online surveys for parents and faculty members for the specific school have been provided. These survey links will expire 48 hours before the on-site visit so that data can be aggregated and analyzed by the team prior to the site visit. These are short surveys—they can be completed in less than 10 minutes.

Teacher Survey	Link:	Survey closes on:
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		2 business days prior to audit
Parent Survey	Link:	Survey closes on:  2 business days prior to audit
KDE Point of Contact	Stephanie Bunge; <a href="mailto:stephanie.bunge@education.ky.gov">stephanie.bunge@education.ky.gov</a>	

We appreciate your participation in this pilot. Audited schools will receive information regarding their evidence-rating match, but ratings will not be changed. Your participation will inform the Kentucky Department of Education’s proposed audit process and provide insight about necessary refinements for providing helpful information for program improvement to schools.

We look forward to meeting with you and your staff and working with you in your efforts toward providing all students access, opportunity, and exposure to quality programs.

If you have any questions, please contact Stephanie Bunge.